

SENIOR BUILDING INSPECTOR

Purpose:

To actively support and uphold the City's stated mission and values and provide lead supervision to lower level building inspection staff; to research, interpret and apply technical code requirements to difficult or unusual inspection issues.

Supervision Received and Exercised:

Receives general supervision from the Building Inspection Manager or from other supervisory or management staff.

Exercises direct supervision over Building Inspectors and Building Code Complaint Investigators along with exercising functional supervision over Fire Inspectors and (Planning and Zoning) Code Inspectors.

Distinguishing Characteristics:

The Senior Building Inspector class is distinguished from the Building Inspector I/II by the ability of the Senior Building Inspector to use their code knowledge and/or City of Tempe's processes to ensure the minimum code standards are incorporated in the built environment as the code intends.

Essential Functions:

Duties may include, but are not limited to, the following:

- Recommend goals and objectives; assist in the development, writing and implementation of policies and procedures.
- Supervise and coordinate building inspection activities; coordinate office and field building inspection activities with other City departments, contractors and developers.
- Participate in the development of the building inspection work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

CITY OF TEMPE

Senior Building Inspector (continued)

- Participate in the selection of staff; work with employees to correct performance deficiencies; implement disciplinary procedures; schedule staff to ensure optimal service levels are maintained; provide or coordinate staff training or training for other groups as required.
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation
- Maintain effective and consistent one on one dialogues with all employees on a regular basis
- Supervise the issuance of building permits; review files for inactive or expired permits; renew expired permits when eligible.
- Approve plans for construction; issue notices and citations for projects not complying with building codes and ordinances; ensure proper registration for industrial plants.
- Answer difficult questions and provide information to the public, contractors, engineers, builders and architects; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Supervise inspections of industrial, commercial, high-rise, complex residential and damaged buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations of City, State and Federal agencies; perform the most difficult building inspections.
- Provide or coordinate inspection staff training; work with employees to correct deficiencies.
- Maintain a variety of detailed records and prepare reports as requested.
- Oversee and direct the building inspection office operations; maintain appropriate records and files; coordinate workflow.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

CITY OF TEMPE

Senior Building Inspector (continued)

Four years of increasingly responsible experience in the inspection of public, commercial, industrial and residential buildings including two years of lead or

supervisory experience.

Education:

Equivalent to the completion of the twelfth grade supplemented by college level courses in architecture, engineering, construction technology or degree related to

the core functions of this position.

Licenses/Certifications:

Requires the possession of a valid driver's license.

Possession of a Building Inspector Certification and possession of a second certification as listed below from a recognized code publishing organization. In addition, requires the possession of a third certification as listed below from a recognized code publishing organization within 12 months of hire or promotion:

Electrical Inspector, Plumbing Inspector, Mechanical Inspector, Building Plans Examiner, Combination Plans Examiner, Accessibility Inspector/Plans Examiner, Combination Inspector, Commercial Combination Inspector, Reinforce Concrete Special Inspector, Pre-stressed Concrete Special Inspector, Structural Steel and Bolting Special Inspector, Structural Welding Special Inspector, Structural Masonry Special Inspector or Certified Building Official.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 360

FLSA Status: Exempt / Classified